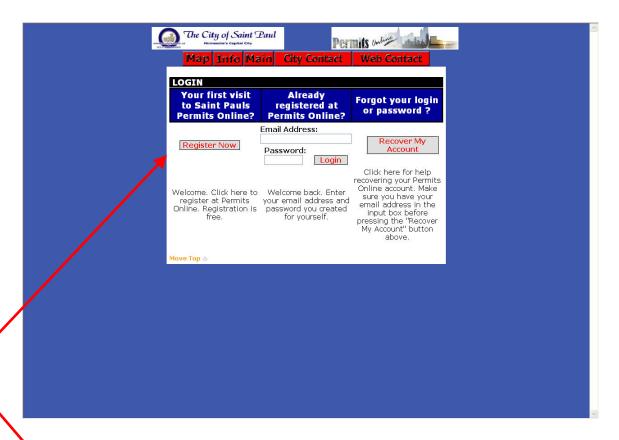# Registering to Apply for Permits on the Internet

You will need to register with the City of Saint Paul before applying for permits on line. We will need your name, address, telephone number, e-mail address, and license numbers if you are a contractor.

Here's the Process:

- Go to the DSI website at http://www.stpaul.gov/dsi
- Click on the **Online Permits** link at the bottom left of the page. It will appear as a red link in a blue box. The **Minimum Requirements** page will then appear. Please read this page to make sure you have all the requirements needed before continuing
- If you meet all the requirements necessary, you can continue by either clicking on the **Online Permits** icon (on the right side of the page with a blue border) or clicking on the **Click Here** link above it.
- The following page should appear:

- Next, click on the **Apply for a Permit** link.
- The following page should appear. (See next page)

- DO NOT ENTER YOUR E-MAIL ADDRESS AND PASSWORD YET!
- You first want to click on the **Register Now** button on the left.
- The **Registration** page should appear next. You will need to fill in the appropriate information in the boxes and press the **Proceed** button.
- PLEASE NOTE: Please read through the information below the input boxes before finishing. There are tips to help you through the Registration process.

- After you are done filling in your information, an email will be sent to you with a URL pointing back to this site. This URL contains information that will bring you to the next step in the Registration process.
- A **Registration Form** will appear once you click on the URL in the email. You will need to give various information about yourself like your address, phone number, and if you are a contractor, your license numbers.
- Once finished with the form, an email will be sent to you that shows you have been approved by City Staff for the Online Permit System. You then will be able to apply online for permits.
- If you need help at anytime, please contact DSI by emailing to the following address: dsiweb@ci.stpaul.mn.us. Thank You!